

KENTUCKY LICENSURE BOARD FOR MARRIAGE AND FAMILY THERAPY

April 2007
Volume 1, Issue 1



Kentucky Board of Marriage and Family Therapist,

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Frankfort KY 40602

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Office of the Attorney General

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Division of Occupations and Professions

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2007 Board Meeting Dates

- January 18, 2007
- February 15, 2007
- March 15, 2007
- April 19, 2007
- May 17, 2007
- June 21, 2007
- July 19, 2007
- August 16, 2007
- September 20, 2007
- October 18, 2007
- November 15, 2007
- December 20, 2007

Notes:

Meeting dates/times are subject to change.

All Board meetings are open to the public and are held at the Board offices located at the Division of Occupations and Professions, 911 Leawood Drive, Frankfort, KY 40601.

Individuals wishing to speak at the board meeting must submit a written request to the board office no later than 10 days prior to the meeting in order to be placed on the agenda.



Have you moved, changed supervisors, or had a name change?
PLEASE let us know ASAP so we can keep if touch when necessary. You may get the necessary form from our website <http://finance.ky.gov/bmft>

Frequently Asked Questions

1. **Can I continue seeing clients after graduation before the Licensing Board approves my Associate application?**
NO, marriage and family therapy associate applicant shall enter into a practice of marriage and family therapy until the contract has been approved by the board, and the marriage and family therapy associate shall cease the practice of marriage and family therapy immediately upon termination of the contract period. At the termination of the contract period, the marriage and family therapy associate shall apply for licensure as a marriage and family therapist or request an extension of the contract from the board. ***note:** There is no grace period for renewal of an Associate's permit.
2. **If I am an Associate member of AAMFT will this give me Associate status with the Kentucky State MFT Licensure Board?**
NO, you must be granted an associate permit from the Kentucky State Licensing Board in order to be considered an associate in KY. AAMFT is a professional organization that you can CHOOSE to join but it's not mandatory.
3. **If I don't have a job yet do I still have to have a supervisor contract in place for the Board to approve my Associate permit application?**
Yes, the regulations state that prior to beginning a course of supervision for the purpose of meeting licensure requirements, a marriage and family therapist associate shall contract with an approved supervisor in writing. The initial application shall include a copy of a supervisory contract with the designated supervisor for approval by the Board.
4. **Once a contract for supervision has been submitted and approved by the Board will it remain in effect as long as the supervisor does not change until I am eligible to apply for full licensure?**
No, The regulations state that a supervisory contract is issued for a term of **three years**. At the conclusion of the original three year term, the associate may request, **in writing**, that a supervisory contract be renewed for a period of one year. There is no limit on the number of extensions an Associate may be granted.
5. **As an Associate am I required to accrue the fifteen (15) hours of CEUs per year similar to the licensed marriage and family therapist?** **No**, the regulations do not require associates to get a certain number of CEUs until licensed.
6. **When can a person take the National Exam?**
 A person can take the examination in marital and family therapy developed by the association of marital and family therapy regulatory board at any time after the Master's degree is awarded. Information regarding the exam is available at <http://www.amftrb.org/exam.cfm>
7. **What are the yearly Continuing education requirements?**
 A minimum of fifteen (15) continuing education hours shall be accrued by each licensee during the one (1) year licensure period for renewal. Three (3) hours of the fifteen (15) hours required shall be accrued in the field or topic of professional ethics. Regulations currently do not require associates to get a certain number of CEUs prior to licensure.
8. **What do I do if I am a licensed marriage and family therapist and my license expired?**
 A ninety (90) day grace period shall be granted during which time the licensee may continue to practice and may renew their license upon payment of the renewal fee plus a late renewal fee of \$50.00. Any license not renewed during this period shall be deemed expired. The board may reinstate an expired license within three (3) years of its expiration date upon payment of the renewal fee and satisfaction of other requirements as stated in the Laws and Requirements relating to the Kentucky Board of Licensure of Marriage and Family Therapists. Continuing education (15 hours to include the 3 hours of ethics) requirements for each year the license is expired shall be required in order for the licensee to be reinstated.
9. **Who is responsible for understanding and complying with all the Laws and Regulations relating to The Kentucky Board of Licensure of Marriage and Family Therapists?**
 All practicing LMFT and MFT Associates are responsible for understanding and complying with the Laws and Regulations relating to The Kentucky Board of Licensure of Marriage and Family Therapists. A copy can be obtained from the website. <http://finance.ky.gov/bmft>

Did you know that the Board meeting minutes are now available on the Web Site? It is now easy to keep current on Board actions with this addition.

What do I do if someone files a complaint against me to the Licensure Board?

The Board's complaint procedures are as follows: When a complaint is filed, a copy of the complaint will be forwarded to the licensee along with a request for a response. The licensee should take time to carefully detail their response and supply documentation to support the claims. The licensee has a period of twenty (20) days from the date of receipt to submit a written response. Once the Board receives the licensee's response, the Board will send the complaint and the licensee's response to the complainant for a reply. The complainant shall have seven (7) days from the date of receipt to submit a written reply to the response.

After the Board receives the complainant's reply, the Board's Complaint Screening Committee and the Board's attorney will review all of the documentation. It is the Committee's responsibility to review the case and to make a recommendation to the Board as to whether the complaint should be dismissed, the complaint should be investigated further, or an administrative complaint should be filed charging violations of statute and/or administrative regulations. If the Board decides that the matter needs to be investigated further, the Board will hire an investigator that will be assigned to the case. The investigator will be either a licensed marriage and family therapist or an investigator from the Attorney General's office. All cases are kept confidential and referenced by number only.

At this point the parties to a potential administrative action will then be interviewed, as well as potential witnesses. It is the investigator's duty to gather as much information about the case as possible. Please be assured that the licensee will have every opportunity to provide the investigator with all of the facts, to express their opinions, and to provide whatever input they wish. The investigator will then prepare a report and submit it to the Board.

Next, the Complaint Screening Committee and the Board attorney will review the investigator's report and determine whether probable cause exists to warrant going forward with a formal administrative complaint. The Committee will make a recommendation that the Board either dismiss the complaint or file a "formal complaint" against the licensee. If the Board files a formal complaint, the licensee will have a right to an administrative hearing. The procedures for an administrative hearing are similar to those of a trial, but are not as rigid. Frequently at this stage, however, cases are settled by an agreement between the Board and the licensee. If such a settlement agreement is reached, an administrative hearing will not be held. If the hearing is held, however, a Hearing Officer will be assigned to hear the case with the Board members who do not serve on the Complaint Screening Committee. The members of the Complaint Screening Committee will not be involved in the administrative hearing process.

Please be assured that it is the Board's intention to conduct these procedures so that they are fair to both the complainant and to the licensee. In all stages of the process the licensee has a right to be represented by counsel. The Board will take all reasonable steps to ensure that the licensee's due process rights are protected.

The complaint process is a detailed and careful process. For this reason, you should expect some delay. The Board requests that the licensee do not call or write to individual Board members about the case. All Board members are specifically instructed not to discuss the substance of pending complaints with the licensee. Most Board members will not know the details of the complaints or the identity of the licensee against whom the complaint has been made. This enables these Board members to be more objective if a hearing is held.

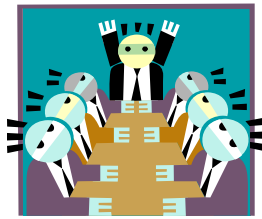
Finally, please note that Kentucky's Open Records law applies to all Board actions, including disciplinary hearings. Once a final board action is taken, the materials associated with the case are subject to the Open Records law. After a case is dismissed, settled, or a final order is entered, any member of the public may view the Board's file. Final action of the Board will also appear on the Board's website.

If you have any questions, please contact the Board Administrator, at (502) 564-3296 ext. 239.

335.320 Duties of board

The board shall:

- (1) Administer and enforce the provisions of this chapter and shall evaluate the qualifications of license and permit applicants;
- (2) Approve the examination required of applicants for licensure, provide for the administration and grading of the examination, and provide for other matters relating to licensure in the profession of marriage and family therapy;
- (3) Review the credentials of licensees to determine if they are eligible for license renewal and have paid the fee provided for in KRS 335.340;
- (4) License the marriage and family therapist applicants who satisfy the experience and educational requirements of KRS 335.330 and have paid the fee provided for in KRS 335.330;
- (5) Review and approve contracts between marriage and family therapy associates and approved supervisors for their supervision of practice during the qualifying term;
- (6) Issue permits to marriage and family therapy associate applicants who satisfy the requirements of KRS 335.332;
- (7) Adopt a code of ethics for licensed marriage and family therapists and MFT associates;
- (8) Submit an annual report to the Governor and to the Legislative Research Commission by January 1 of each year, listing all hearings conducted by the board and any decisions rendered; and
- (9) Promulgate administrative regulations, in accordance with KRS Chapter 13A, to implement the purpose and scope of KRS 335.300 to 335.399.



335.325 Powers of board.

The board may:

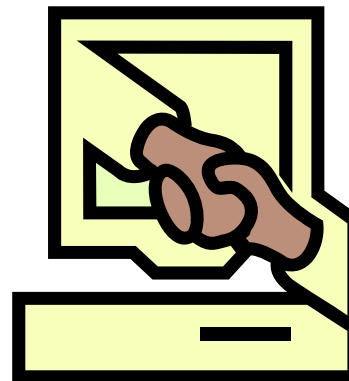
- (1) Employ needed personnel and contract with the Division of Occupations and Professions within the Department of Finance and Administration for the provision of administrative services;
- (2) Issue subpoenas, examine witnesses, pay appropriate witness fees, administer oaths, and investigate allegations of practices violating the provisions of this chapter;
- (3) Seek injunctive relief in Franklin Circuit Court to stop the unlawful practice of marriage and family therapy by unlicensed persons;
- (4) Conduct hearings pursuant to KRS Chapter 13B and keep records and minutes necessary to carry out the functions of this chapter;
- (5) Suspend or revoke licenses or permits or impose supervisory or probationary conditions upon licensees or permit holders, or impose administrative disciplinary fines, issue written reprimands or admonishments, or any combination thereof;
- (6) Grant retired or inactive licensure status under conditions set forth by the board by the promulgation of administrative regulations;
- (7) Enter into reciprocal agreements with boards of marriage and family therapy in other states having licensure qualifications and requirements that meet or exceed those provided in this chapter;
- (8) Organize itself into two (2) panels to separate the functions of inquiry and hearings. Each panel shall have the power to act as either an inquiry or hearing panel. No member serving on the inquiry panel shall serve on the hearing panel for any one particular case. Any final decision of the hearing panel shall be considered as the final decision of the board and the hearing panel may exercise all powers granted to the board pursuant to KRS Chapter 13B; and
- (9) Utilize mediation as a technique to resolve disciplinary matters.

Online Renewal and Verification

It is fast, easy and convenient to renew your license and get verification of licensure online.

- Go to webpage <http://finance.ky.gov/bmft>
- Click on "online renewal"
- Complete the required information.
- Submit your payment and you're done.

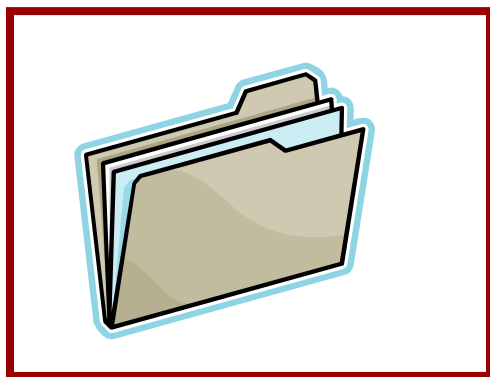
It couldn't be easier. Remember if you are being audited you still must show proof of continuing education requirements.



What if you are unsure if your license is expired or if you need your license number quickly?

You may obtain verification of your licensure by going to "online verification".

- Go to webpage <http://finance.ky.gov/bmft>
- Select the Marriage and Family Therapist Board.
- Enter your name or social security number (not both)
- Information will appear so you can verify your expiration date, issue date or print verification for your employer or yourself.



NATIONAL EXAMINATION DATES

Candidates may obtain application materials from our board. Application will be accepted from Professional Examination Services up until two (2) weeks prior to the opening of the examination window. It is in the candidate's best interest to mail applications in as soon as possible to receive a convenient test date for the desired testing window.

2007 Exam Dates:

January 15, 2007 – February 10, 2007

May 21, 2007 – June 16, 2007

September 17, 2007 – October 13, 2007

2008 Exam Dates:

January 14, 2008 – February 9, 2008

May 19, 2008 – June 14, 2008

September 15, 2008 – October 11, 2008

Kentucky Board of Marriage and
Family Therapist

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We're on the Web

Visit us at

<http://finance.ky.gov/bmft>

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